



NEWSLETTER

Bringing personnel news to our City workforce.

Jeremy Harris, Mayor
City & County of Honolulu

January 2003, No. 03-1

Cheryl K. Okuma-Sepe, Director
Department of Human Resources



RETIREMENT—ARE YOU READY?

Whether you are 1 or 20 years from retirement, planning is essential. We encourage you to take advantage of the seminars offered to help you prepare for your retirement.

The Pre-Retirement Planning Seminar is designed for employees who plan to retire within the next five years. This one-day seminar brings together speakers from the Employees' Retirement System, Health Fund, ING (our deferred compensation provider), and the Social Security Administration. Two seminars are scheduled for this year. The dates are as follows:

March 6, 2003, Thursday
October 23, 2003, Thursday

The Planning for a Comfortable and Secure Retirement class (previously called "Successful Planning for Tomorrow" and "Mid-Career Retirement Seminar") is for those employees who have 5 to 20 years of service. Among the topics covered in this class are: defining your financial goals from your dreams, managing your cash flow and debt, and planning for a comfortable retirement by having enough income. Three seminars are scheduled for this year. The dates for the seminars are as follows:

May 13, 2003, Thursday
July 15, 2003, Thursday
November 18, 2003, Thursday

Please contact your departmental training coordinator if you are interested in any of the classes. (NOTE: Uniformed police officers and fire fighters should inquire with their respective training coordinators about a pre-retirement seminar specifically targeted for their needs.)

Leave Sharing Program

The City's Leave Sharing Program allows employees to donate their accumulated vacation leave credits to another employee who has a serious illness or injury.

In December 1998, the City's Leave Sharing Program was amended to include leave to care for a family member suffering from a serious illness or injury. Family member is defined as an employee's parent, parent-in-law, spouse or child, or stepchild in a parent-child relationship with the employee; and who requires vigilant medical attention for at least 30 consecutive calendar days. The child must be living with and a tax dependent of the employee. Parent means biological or adoptive.

For further information contact your department personnel officer.

CHANGED YOUR MAILING ADDRESS?



Do you have a new mailing address? Notify your department personnel officer today to ensure important documents are mailed to your correct address. Call today!

BENEFICIARY UPDATE Who is your beneficiary?

Have you experienced a change in your marital status? If so, you may want to change the beneficiary of your Health Fund group life insurance and last pay check. Call your department personnel officer today to make an appointment to complete the appropriate forms.

2003 Summer Student Employment Program

If you know someone who:

- enjoys working with children;
- would like to earn over \$2,000 this summer;
- is currently at least a part-time college student or intends to register in Fall 2003;
- will complete at least one year of college by June 2003; intends to continue toward an associate, bachelor's or graduate degree...

Then, they should apply for:

STUDENT AIDE II – Recreation - \$6.50/HR.

Returning Recreation aides should apply for:

STUDENT AIDE III – Recreation - \$7.50/HR.



APPLICATIONS ARE AVAILABLE AT THESE LOCATIONS:

- Department of Human Resources
650 South King Street, 10th Floor
- All Satellite City Halls
- Park District Offices at:
 - ♦ Ala Wai
 - ♦ Waipahu
 - ♦ Makiki
 - ♦ Kaneohe
- Most colleges and universities on Oahu.

Visit our website at <http://www.co.honolulu.hi.us/hr> for more information and an application. Apply by December 31 for first consideration. Call 523-4522.

DRUG-FREE WORKPLACE

All City employees should be concerned about the effects of drugs in the workplace and on society. In 1990, the City issued the Drug-Free Workplace Policy for all employees. It is one part of an overall effort by the City to establish and maintain a drug-free workplace. Employees in federally funded programs covered by the Drug-Free Workplace Act are also covered by the Drug-Free Workplace Policy for Federally Funded Worksites.

The policies emphasize the City's prohibition against the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on City premises or on City time. In addition, the policies encourage employees who have problems or concerns which may affect their ability to comply with the prohibitions to seek assistance before the activity leads to conviction and/or disciplinary action.

The Federally Funded Worksites policy also requires that an employee report, in writing, to his/her department any conviction for the prohibited activity listed above. The report must be made within five calendar days of the conviction.

All City employees should be familiar with the policy or policies applicable to them. You can get a copy of the policy from your departmental personnel office.

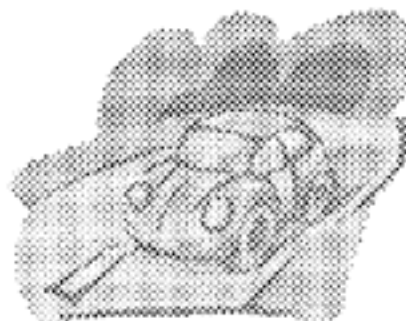
SIGN-UP FOR THE COMMUTER CHOICE PRE-TAX OPTION



The federal **Commuter Choice Pre-Tax Benefit** is available to all City employees. What is it? You may designate as a pre-tax item your monthly City

parking fee, bus pass or mass transit fees via payroll deduction. By your choosing, the monthly cost is deducted from your gross salary in advance and transmitted to the respective transit company. Mass transit alternatives include: TheBUS, LOTMA, Vanpool Hawaii and TheHANDI-VAN. Other transit alternatives may be added as they become available. You must complete the appropriate forms.

Since pre-tax deductions will decrease total taxable income, you may want to consult with your tax advisor to determine the impact the pre-tax approach may have on your social security benefits and deferred compensation contributions.



How can I enroll? Contact your department personnel office.

What if your parking fees are already deducted through payroll deduction? You only need to complete the pre-tax election form that you can obtain from your department personnel office.



CHOOSE DIRECT DEPOSIT

Do you have your paycheck directly deposited into your financial institution on payday? With direct deposit, whether you're on vacation, sick leave or traveling out of town, your pay will be deposited to your account.

Direct deposit is the safest, most convenient way to get your money into your checking or savings account. You'll still receive a statement from the City and a monthly statement of account from your financial institution. Pick up and complete a direct deposit form from your personnel office, credit union or other participating financial institution. The City payroll office will honor direct deposit forms from any participating financial institution.

DEFERRED COMPENSATION PROGRAM UPDATE

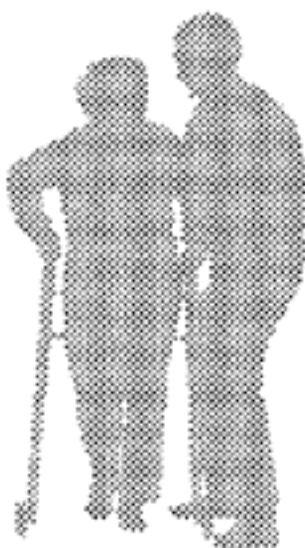
Deferred compensation is a program that allows you to defer a portion of your salary until you retire or leave the City. This is done automatically through payroll deduction.

The maximum contribution for deferred compensation has been **increased to \$12,000** for the 2003 calendar year. (Those nearing retirement may defer more.)

Employees should contact ING, the City's plan administrator, directly if they want to increase their salary reduction amount.

ING Financial Services: 942-7702

CAREGIVER EDUCATION/SUPPORT GROUP



JANUARY 27, 2003

12 NOON TO 1:00 P.M.

DHR ANNEX (red brick building)

Learn about: tax deductions
caregiving credits
paying for home help
home renovation credits...and
things the instruction book omits!

Bring your questions to an expert-
Rachel Nakooka, Rachel's Tax Service

For information call Lorraine Fay at 523-4762 or email at lfay@elderlyaffairs.com